COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFPD 36-22, *Military Training.* It establishes policy and procedures for Air Force Reserve Command (AFRC) instructor pilots (IP) operating Air Education and Training Command (AETC) T-1, T-6, T-37, T-38, T-38C, and AT-38 aircraft at joint specialized undergraduate pilot training (JSUPT), Euro-NATO joint jet pilot training (ENJJPT), and introduction to fighter fundamentals (IFF) locations. This instruction applies to all wings, operations groups and AFRC integrated associate operations groups, and squadrons and AFRC integrated associate squadrons aligned under Nineteenth Air Force (19 AF) operational control that fly the T-1, T-6, T-37, T-38, T-38C, and AT-38 aircraft and participate in this program. (The 80th Flying Training Wing will comply with this instruction; however, the ENJJPT plan of operation, memorandum of understanding, and steering committee guidance take precedence.) This publication does not apply to the Air National Guard. Commanders responsible for implementing this instruction may supplement this instruction to establish any unique local procedures. Send waiver requests and any proposed supplements through normal standardization/evaluation (stan/eval) channels to HQ AETC/DOFV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. Also, submit suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication,** through normal stan/eval channels to HQ AETC/DOFV. Changes to this guidance will be coordinated through HQ AFRC.

This instruction also provides policy guidance of a continuing nature for all AETC and reserve personnel involved in the daily management of the Integrated Associate IP Program. It applies while the reserve associate units are in a nonmobilized status. Once mobilized, all reserve associate personnel are subject to Air Force policies and directives pertaining to the active force. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, *Secretary of the Air Force.* Systems of Records notice F011 AF XO A, *Air Force Operations Resource Management Systems (AFORMS),* applies."

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

Section A—General Information

1. Scope. This instruction provides guidance and policy direction of a continuing nature to create a seamless environment to meet the Air Force mission for those AETC and AFRC personnel involved in the day-to-day management of the JSUPT, ENJJPT, and IFF Integrated Associate IP Program.

2. Background. This program is designed to be a total force program that fully integrates reserve and active duty forces to complete the flying training mission. It reflects Department of Defense leadership support of the total force concept. Functions during peacetime and wartime are as follows:

2.1. Peacetime. The mission of the 340th Flying Training Group (340 FTG) and flying training squadrons (FTS) is to train and provide a reserve of experienced IPs to augment the AETC IP cadre in the event of wartime mobilization conditions. These units will ensure that assigned IPs are trained and prepared to accomplish instructor duties by participating in regular flights with both reserve and active duty student and instructor pilots.

2.2. Wartime and Emergencies. In the event of hostilities, the reserve associate unit is mobilized to offset the anticipated loss of active duty weapon system-qualified pilot pipeline input to AETC pilot instructor training (PIT).

3. References, Abbreviations and Acronyms, and Terms. See **Attachment 1**.

4. Concept of Operations:

4.1. The JSUPT, ENJJPT, and IFF Integrated Associate IP Program concept collocates reserve units without unit aircraft or equipment with active duty AETC units. These units (composed of traditional reservists [TR] and active guard and reserve [AGR] personnel) share aircraft and other facilities of the active unit.

4.2. The active duty squadron commander exercises operational control (OPCON) of AFRC IPs while performing flights or flying-related ground duties to include: RSU, SOF, formal flight briefings, sortie briefings and debriefings, flight simulators/LINK sorties, etc. OPCON also includes assigning IPs to operational positions and to students, establishing training and curriculum standards, and operating the pilot evaluation systems, as well as all aspects directly related to flight and student training discipline. Refer to AFDD 1, *Air Force Basic Doctrine,* for a complete description.

4.3. Administrative control (ADCON) remains with the reserve associate unit commander. When mobilized, AFRC personnel will maintain unit identity and continue to fully integrate with the active duty mission. When activated under less than full mobilization, ADCON remains with the reserve associate squadron, while OPCON passes to the active duty squadron commander. Under full mobilization, reserve associate forces will be placed under OPCON and ADCON of the active duty Air Force. Reserve associate personnel will occupy positions according to their proficiency and/or capability within functional areas.

4.4. The AFRC chain of command exercises authority over reserve associate units in respect to administrative matters such as personnel management (to include reserve personnel hiring, ancillary training, and participation scheduling), nonflying training-related discipline, supply, services, pay and finance, and other matters not included in the operational mission of the active duty wing. Refer to AFDD 1 for a complete description.

4.5. The reserve associate pilots will be qualified according to Air Force and AETC standards.

4.6. Reserve participation, including active duty for training (ADT) and inactive duty for training (IDT), will be accomplished according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures.*

5. Command Relationships:

5.1. The AFRC Commander commands all reserve organizations and is responsible for the readiness of the reserve associate units and for ensuring that the training of these units conforms to the established AETC training standards. AFRC is also responsible for administrative, personnel, logistical, and budgetary support as defined in AFI 25-201, *Support Agreements Procedures;* AFMD 11, *Air Force Reserve (AFRES);* and AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces.*

5.2. Command, nonflying training-related discipline, and ADCON of reserve associate personnel rest with the AFRC command channel.

5.3. While performing military duties, members of a reserve associate unit are subject to the Uniform Code of Military Justice (UCMJ). Jurisdiction for military justice and administrative actions rests, primarily, within the reserve chain of command.

6. Communication Channels:

6.1. Members of reserve integrated associate units will communicate with counterpart members of the host unit. Route correspondence related specifically to reserve integrated associate policy matters through the AFRC chain of command. Units will send copies of correspondence to their AFRC and AETC echelons, as appropriate.

6.2. HQ AETC/DOF and HQ AFRC/DOT are the offices of primary responsibility (OPR) for all reserve integrated associate matters.

6.3. In order for reserve associate and active units to develop a better partnership, conduct working-level meetings at reserve associate unit bases on a regular basis.

7. Responsibilities:

7.1. AFRC. AFRC will:

7.1.1. Establish, organize, and administer all reserve integrated associate units.

7.1.2. Designate an OPR to coordinate and select associate IP applications, training, and other programmatic issues with AETC.

7.1.3. Advertise all AGR vacancy positions and process application packages for final hiring authority.

7.1.4. Conduct unit compliance inspections (UCI) of the associate reserve units beginning not earlier than 6 months after initial operational capability (IOC). Conduct UCIs at the current AFRC UCI inspection interval—normally in conjunction with regularly scheduled AETC operational readiness inspections (ORI).

7.1.5. Ensure units participate in AETC-conducted ORIs, aircrew stan/eval visits, and base-level operational exercises.

7.1.6. Budget for required computers, printers, local file servers, fax machines, furniture for 340 FTG headquarters, and operating supplies.

7.2. AETC. AETC will:

7.2.1. Designate an OPR to coordinate integrated associate IP selections, training, and other programmatic issues with HQ AFRC.

7.2.2. Review AFRC integrated associate IP selections, as necessary, before submitting the application package to HQ AFRC for final processing.

7.2.3. Coordinate with HQ AFRC/DOT to schedule selected associate IPs for the appropriate PIT class or local training as required.

7.2.4. Monitor program status and provide command updates as required.

7.2.5. Ensure associate IPs are fully integrated into AETC. At base level, provide briefings and training mandated for Air Force personnel (such as social actions, safety, etc.) that are also required by AFRC personnel. Active duty staff judge advocates will provide mandatory legal briefings according to applicable host-tenant support agreements.

7.2.6. Provide each integrated associate squadron with facilities, furniture, and equipment required to operate. This will consist of, as a minimum, office space for the squadron commander (SQ/CC) and squadron operations officer (SQ/DO), and a dedicated orderly room or office from which the assigned reserve noncommissioned officers (NCO) may conduct business and where vertical files, correspondence, and computer equipment can be located. AETC will budget for communications and computer equipment required in excess of computers, printers, local file servers, and fax machines as agreed upon in budgetary documents submitted to the Air Staff. If advantageous, AETC may budget for any communications and computer equipment required by the AETC and AFRC JSUPT, ENJJPT, and IFF Integrated Associate IP Program.

7.2.7. Provide facilities to house the 340 FTG at Randolph AFB.

7.2.8. Provide base communications support to include a telephone, a dedicated toll-free phone number, and computer local area network (LAN) support at each host base.

7.2.9. Provide the host operation management system with the capability to accomplish all flight management actions except those unique reserve functions required for pilot accession and reserve military pay for AETC and AFRC JSUPT, ENJJPT, and IFF integrated associate IP members. This includes locally maintaining flight records, publishing aeronautical orders, and entering currency and Air Force operations resource management system (AFORMS) data.

7.2.10. Provide medical support for assigned AGR and TR personnel as directed in AFH 41-114, *Military Health Services System (MHSS) Matrix*, to include flight medicine support for TRs to determine medical suitability for daily flight (sick call and duty not involving flying [DNIF] actions). AGR and TR individuals assigned to active duty bases will receive the same periodic physical exam (flying or nonflying) as provided to their active duty counterparts. The active duty medical training facility (MTF) will maintain the medical and dental records for assigned reserve personnel at the base of assignment. Send aeromedical waiver requests to HQ AFRC/SGPA.

7.2.11. Provide host base operations support services commensurate with that provided to all other base and resident tenant units. This includes lodging, ground safety, and those services to which reservists are entitled as a function of their military status.

7.2.12. Budget for operations and maintenance (O&M) expenditures associated with this program. These expenses include travel and per diem incurred in support of AETC missions performed by AGRs or TRs, as well as issue and maintenance of flight equipment. AETC will budget for and administer the flying hours for AFRC pilots. Also, AETC will budget for additional facility costs for offices, telephone connections, LAN connectivity, and utilities.

7.2.13. Not conduct UCIs of AFRC associate reserve units.

7.2.14. In conjunction with HQ AFRC, evaluate the readiness of reserve associate units to effectively support the AETC mission when mobilized.

7.3.   19 AF. 19 AF will provide guidance, advice, and assistance to the reserve associate units to solve specific problems involving operational readiness.

7.4.   10 AF. 10 AF will coordinate with respective AETC intermediate gaining commands to assure application of this and other publications.

7.5.   Active Duty Host Wings. Active duty host wings will:

7.5.1. Provide aircraft, simulators, ground training facilities, weather services, and life support and individual equipment units (IEU), as required, to support the training of the reserve associate units.

7.5.2. Provide command and administrative office space for the reserve associate units.

7.5.3. Maintain the reserve associate unit individual flight records at the consolidated wing flying records section.

7.5.4. Ensure support agreements are accomplished with reserve associate units, as required, according to AFI 25-201.

7.5.5. Support, advise, and assist the reserve associate units in the conduct of training (including unit training assembly [UTA] weekends, if requested) to ensure the highest possible state of operational readiness.

7.5.6. Provide access to communication, automated information systems, computer networks, and management systems required to perform the reserve associate mission.

7.5.7. Provide for lodging of reserve associate unit officers and airmen. *NOTE:* Off-base lodging may be provided for reserve associate unit personnel who cannot be accommodated on base.

7.5.8. Ensure support agencies are staffed to provide support as required during UTAs.

7.6.   340 FTG. The 340 FTG will:

7.6.1. Provide all reserve unique personnel management and reserve pay support for AGR and reserve members assigned to the reserve associate units.

7.6.2. Advise AFRC/DP on all personnel actions affecting authorized and assigned reserve IPs, both AGR and TR.

7.6.3. Budget for expenditures associated with AFRC requirements. These expenses include reserve personnel appropriations (RPA) accounts for school tour, reserve support man-days, and O&M travel and per diem for AGRs and TRs in support of AFRC requirements.

7.6.4. Administer, control, and maintain nonflying training-related discipline of reserve associate personnel while in a nonmobilized status.

7.6.5. Prepare UTA schedules for the attendance and training of personnel assigned to the reserve associate units.

7.6.6. Conduct nonflying-related training for the reserve associate units according to established Air Force, AETC, and AFRC training standards.

7.6.7. Establish specific support requirements with the host wing commander to ensure the reserve associate unit mission is adequately supported.

7.6.8. Coordinate facility and communication requirements with the host wing commander.

7.6.9. Designate an OPR to negotiate and monitor support agreements as prescribed by AFI 25-201.

7.6.10. Support squadron UTAs as necessary.

7.6.11. Report the following information quarterly to 10 AF/DO and HQ AFRC/DO, with copies to 19 AF/DO and HQ AETC/DO: (***NOTE:*** The reporting requirement in this paragraph is exempt from report control symbol (RCS) licensing in accordance with paragraph 2.11.10 of AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*)

7.6.11.1. 340 FTG overall AGR and TR manning.

7.6.11.2. TR events accomplished (student sorties, runway supervisory unit [RSU] tours, supervisor of flying [SOF] tours, etc.).

7.6.11.3. TR participation by aircraft, by base.

7.6.11.4. TR cumulative student events by aircraft, by base.

7.6.11.5. TR monthly events by aircraft, by base.

7.7. Associate Squadron Commander. The associate squadron commander will:

7.7.1. Screen and select TR associate IPs who meet the requirements of the education and training course announcements (ETCA) (available at **https://hq2af.keesler.af.mil/etca.htm**) and paragraph **10.** of this instruction. HQ AETC/DPA may review candidate packages prior to final selection notification. See paragraph **11.** for procedures on processing waivers.

7.7.2. Submit, through the 340 FTG, agreed-upon production and manpower metrics data (per paragraph **7.6.** of this instruction) for presentation at 19 AF and HQ AETC management reviews.

Section B—Operations

8. General Information:

8.1. The AFRC Commander (AFRC/CC) will provide the AETC Commander (AETC/CC) a cadre of highly qualified IPs to serve as an integral part of the AETC flying training mission.

8.2. The responsibility for recruiting and scheduling of qualified aircrew personnel rests with the reserve associate unit commander. The responsibility for training rests with HQ AETC/CC; this sup-

port is the only means available to the reserve associate unit commander for attaining and maintaining readiness.

8.3. The goal of this program is for integrated associate IPs to produce a proportionate share of student sorties, support sorties, and nonflying duties, as reflected in the AETC Flying Training Resource Analysis and Programming (FTRAP) model. This model shall be adjusted to reflect the replacement of active duty IPs by AGRs and TRs.

8.4. Flight operations and management publications, as determined applicable by HQ AETC and HQ AFRC, will apply to all AFRC associate IPs.

9. Responsibilities:

9.1. Associate Squadron:

9.1.1. The associate squadron will take care of all administrative duties for its assigned reservists. All officer performance reports (OPR), enlisted performance reports (EPR), and performance recommendation forms (PRF) will be rated and administered through AFRC channels. Active duty flying SQ/CCs may submit a letter of evaluation (LOE) to the reserve rating official, if desired.

9.1.2. The associate squadron training officer will inform the active duty SQ/CC and/or SQ/DO, or designated representative, of all associate IP requirements for the available time period of each associate IP.

9.1.3. The associate squadron, in coordination with the active duty unit, will schedule all training for reserve IPs.

9.2. Active Duty SQ/CC and SQ/DO:

9.2.1. Be responsible for all flying and flying-related activities within the squadron.

9.2.2. Control the qualifications and placement of all associate IPs within the squadrons.

9.2.3. Assign any additional duties, as necessary. *NOTE:* Coordinate with the associate flight commander before assigning squadron-level additional duties to an associate IP.

9.2.4. Determine instructor status and additional training required for associate IPs who fail to meet continuation training (CT) requirements.

9.2.5. Ensure associate IPs meet all training requirements and maintain currency. Schedule additional sorties for associate IPs, when they deem necessary, if associate IPs experience extended periods away from instructor duties.

9.3. Associate Flight Commander:

9.3.1. Act as the reporting official for all associate IPs within the flight.

9.3.2. Provide the active duty SQ/CC and SQ/DO or designated representative with all associate IP availability as soon as possible. Ensure that the availability of TR associate IPs support the continuous execution of the squadron's flying schedule. Make every effort to smooth-flow TR associate IP availability to avoid disruptions in student pilot training.

9.3.3. Assist the active duty flight commanders in ensuring that associate IPs are current in their aircraft and meet their operational requirements.

9.3.4. Act as the point of contact for scheduling the availability of associate IPs.

9.4. Active Duty Flight Commander:

9.4.1. Assign flying and additional duties to integrated associate IPs in a manner similar to any flight-assigned active duty IP, to include RSU and SOF duty. (***NOTE:*** Coordinate additional duty assignments of TR IPs with the assigned reserve flight commander to ensure adequate availability and coverage. The only restriction on the types of additional duties that can be assigned to reserve IPs is that they may not serve as reporting officials for active duty personnel. Additional duties should, however, contribute to student training and pilot production.)

9.4.2. Forecast sorties for associate IPs based on the availability provided by the associate flight commander.

9.4.3. Be responsible for CT and mission qualification training (MQT) according to AFI 11-2MDS Specific, Volume 1, guidance.

10. Associate IP Applicant Qualifications and Gaining Unit Restrictions. HQ AFPC routinely screens the assignment history of prospective active duty IPs to JSUPT, ENJJPT, and IFF units. In addition to applicant prerequisites identified in each formal course syllabus, this screening allows the IP force to maintain a mixture of mission design series (MDS) experience at each unit for mentoring purposes. To maintain the desired MDS ratios, the following associate IP applicant qualifications and gaining associate unit restrictions apply per each base:

10.1. T-37/T-6:

10.1.1. Gaining unit must have a mix of MDS experienced IPs. No defined percentage is mandated.

10.1.2. Applicants must have other than trainer aircrew (A/C)-only experience.

10.2. T-1:

10.2.1. Gaining unit must have a mix of tanker/airlift/bomber and other crew A/C experienced IPs. No defined percentage is mandated.

10.2.2. Applicants must have other than fighter or trainer A/C-only experience.

10.3. T-38/T-38C:

10.3.1. Gaining unit must maintain an 80 percent minimum of fighter IPs. A maximum of 20 percent bomber-experienced IPs is allowed.

10.3.2. Fighter-experienced applicants must have been previously mission qualified (MQ) and had a minimum of 350 hours in fighter A/C.

10.3.3. Bomber-experienced applicants must have been A/C commander qualified.

10.4. AT-38. Applicants must have fighter experience.

11. Processing Waivers:

11.1. Waiver Package Requirements. All waiver packages submitted require the following:

11.1.1. The individual's "duty history" to include the:

11.1.1.1. MDS flown.

11.1.1.2. Number of hours flown (broken out by aircraft, civilian experience as applicable).

11.1.1.3. Date last flown (military and civilian, as applicable).

11.1.1.4. AGR or TR position.

11.1.2. Number of approved waivers already in existence at the gaining unit.

11.1.3. The actual unit manning level.

11.1.4. The current status of the applicant.

11.2. Waiver Package Routing. Route the package in the following sequence:

11.2.1. Reserve SQ/CC.

11.2.2. 340 FTG/DO.

11.2.3. Gaining unit active duty operations group commander (OG/CC).

11.2.4. Gaining unit active duty wing commander.

11.2.5. 340 FTG/CC.

11.2.6. 10 AF/DO.

11.2.7. HQ AFRC/DO.

11.2.8. HQ AETC/DO:

11.2.8.1. 19 AF/DO.

11.2.8.2. HQ AETC/DOF.

11.2.8.3. 19 AF/CC.

11.2.8.4. HQ AETC/DO.

11.3. AFRC Interorganizational Moves. 340 FTG will monitor all AFRC interorganizational moves to ensure integrity of individual FTW requirements.

12. Aircrew Training:

12.1. AGR and TR pilots selected for the AETC and AFRC JSUPT, ENJJPT, and IFF Integrated Associate IP Program will attend the appropriate formal instructor training before flying at the base of assignment.

12.2. 340 FTG will submit requests to HQ AFRC/DOT and HQ AFRC/DPT for PIT and upgrading instructor pilots (UIP) quotas, as required. HQ AFRC/DOT and HQ AFRC/DPT will, in turn, coordinate with HQ AETC/DOR to obtain PIT and UIP quotas. ENJJPT actions and requirements will be coordinated through 80 FTW.

12.3. A consolidated unit training program will be used to the maximum extent to reduce duplication and provide for the most effective use of existing programs, facilities, and equipment. The active duty host unit will provide, at the base level, required briefings and ground and ancillary training for all AFRC personnel that are also required for Air Force personnel, such as safety, social actions, etc.

12.4. Annually, the OG/CCs will notify AFRC SQ/CCs of reserve IPs who do not meet applicable AFI 11-202, Volume 1, *Aircrew Training,* or AFI 11-2MDS Specific, Volume 1, training requirements.

Active duty SQ/CCs will inform associate reserve SQ/CCs quarterly of any crewmember not meeting training requirements.

13. Aircrew Standardization/Evaluation:

13.1. The active duty OG/CC will administer the stan/eval program for the associate IP program. Associate IPs may serve as check flight pilots or flight examiners (FE) as assigned by the active duty SQ/CC and FEs assigned to the operations group stan/eval (OG/OGV) structure as assigned by the OG/CC. Associate IP evaluations will be in accordance with AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program,* and its AETC supplement, as well as the appropriate AFI 11-2MDS Specific, Volume 2.

13.2. 19 AF/DO may designate, in writing, one FE from the 340 FTG for each applicable mission design series (MDS). This individual will be under the operational control of 19 AF.

13.3. 19 AF will coordinate with HQ AFRC/DOT to obtain the necessary personnel to support numbered Air Force (NAF) staff assistance visits or command ORIs and aircrew standardization/evaluation visits (ASEV).

13.4. AETC will coordinate with HQ AFRC/DOTV on flight crew information files (FCIF). AFRC will coordinate with HQ AETC/DOFV on AFRC FCIFs and will assign AETC FCIF numbers and applicability for AFRC IPs.

13.5. AETC will coordinate with AFRC when publishing command supplements to aircrew publications including 11-202 series and 11-2MDS series AFIs, and changes thereto in accordance with AFI 33-360, Volume 1, *Publications Management Program,* and AFI 10-301.

Section C—Financial Management and Comptroller

14. General Information. This section explains comptroller responsibilities of the active force and of the reserve force as they relate to the reserve associate program.

15. Objectives. The financial management and comptroller position for this program is based on requirements established by Public Law and the directives of the Office of the Secretary of Defense (OSD) and the Air Force for compliance with the law. Objectives in the financial management and comptroller area are delineation of funding responsibilities and identification of required financial management and comptroller support.

15.1. **Delineation of Funding Responsibility.** The reserve associate unit is under the command of AFRC and is hosted by an AETC base. The parent organization funds those expenses directly related to AFRC. Host O&M funds are used to support AFRC tenant units consistent with the funding policy contained in chapter 15 of AFI 65-601, Volume 1, *Budget Guidance and Procedures.* Therefore, AETC finances all expenses that result from support provided by the reserve associate unit.

15.2. **Identification of Required Financial Management and Comptroller Support.** See paragraphs **16.**, **17.**, and **18.** for guidance on identifying this support.

16. Training. AETC wing financial management and comptrollers will ensure training is given as required by AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces.*

17. Budget. AETC financial management and comptrollers will ensure that funds are executed for reserve associate unit requirements, as programmed for by HQ AETC/DO. Fund source for expenses arising from the reserve associate unit concept will be as follows:

   17.1. Pay of Personnel:

      17.1.1. RPA provides funds for pay, allowances, uniforms, subsistence, etc., of reserve associate members. Pay and allowances are charged to this appropriation for all inactive duty training periods and annual tours, special tours of active duty for training using RPA man-days, and tours to attend formal training courses. Detailed guidance is provided in AFMAN 36-8001; DFAS DEM 7073-3, *Defense Joint Military Pay System – Reserve Component Pay Manual;* and DoDFMR 7000.14-R, Volume 7A, *Military Pay Policy and Procedures – Active Duty and Reserve Pay.* Reserve associate members cannot qualify for pay for more than two periods of inactive duty training during a single calendar day.

      17.1.2. The Air Force military personnel appropriation (MPA) funds the pay and allowances of associate members ordered to special tours (tours other than for training, even 1 day) of active duty using MPA man-days. Headquarters, United States Air Force, controls the use of this appropriation through the allocation of active duty man-days and the "Reserve Personnel Report of Special Tours of Active Duty Chargeable to Military Personnel Appropriation," both of which are the responsibility of HQ AETC/DP. Charges to this appropriation include flying pay, subsistence, etc., applicable to the period of active duty.

      17.1.3. AGR members are paid through the Defense Joint Military Pay System-Active Component (DJMS-AC). RPA reimburses the active duty MPA based on a monthly report generated at DFAS-DE. AGR pay and allowances are centrally managed at HQ AFRC/FMAR.

   17.2. Travel:

      17.2.1. In accordance with Joint Federal Travel Regulations (JTFR), Volume 1, paragraph U7150C.2, associate personnel performing inactive duty training are not entitled to funded travel, or transportation allowances for such travel, between home and assigned duty station.

      17.2.2. JFTR, Volume 1, paragraph U7150A, addresses travel pay entitlement between home and assigned duty station for reserve associate personnel on active duty for training or on annual training duty. When authorized, this expense is chargeable to RPA.

      17.2.3. Reserve associate personnel ordered to active duty who receive pay from MPA as outlined in paragraph **17.1.2.** will be funded by AETC for travel pay, when authorized, for travel from home to duty station and return.

      17.2.4. Reserve associate personnel who perform reserve training at a location other than the home station of their reserve associate unit are entitled to travel pay regardless of whether they are on inactive duty training status (when directed), active duty for training (including annual training duty), or on a short tour of active duty. RPA is used for temporary duty (TDY) expenses of unit personnel attending formal training courses and for personnel directed to attend courses under the Air Force Training Program. AFRC funds the TDY expenses for unit personnel to perform staff visits and to attend conferences in connection with Air Force Reserve matters. AETC funds TDY for associate personnel who perform AETC missions as basic or augmented crewmembers. This includes funding for the additional cost to return reserve associate crewmembers to their unit of

assignment when unexpected delays cause their normal return to extend beyond the tour termination date.

17.3. Vehicles. AFRC funds AETC-authorized General Services Administration (GSA) lease vehicles for the reserve associate units.

17.4. Host Support. AETC will provide the following support on a nonreimbursable basis:

17.4.1. Common base support.

17.4.2. Data automation support required by the reserve associate unit.

18. Financial Services Office:

18.1. The AETC base-level financial services office will provide support for reserve associate personnel as outlined in the applicable support agreement.

18.2. 340 FTG/FM will program and request all MPA allocations through HQ AETC/CCR. HQ AETC/FMA will provide TDY funding for reserve associate personnel on MPA man-days. 340 FTG/FM will identify and request these funds in the base budget submission through channels for HQ AETC/DOR validation. ENJJPT will provide TDY funding for reserve associate personnel on MPA man-days in support of ENJJPT activities. These funds will be included in the normal ENJJPT budget process.

Section D—Personnel

19. General Information. The commander of the reserve associate unit is responsible for peacetime management and control of assigned reservists, both FTS AGRs and TRs, and for selecting, assigning, promoting, and reassigning all reservists. The reserve military personnel flight (MPF) assigned to the reserve associate unit will provide all personnel administration, with the exception of on-the-job training (OJT) for assigned reservists. The host base MPF has no direct responsibility in the peacetime management of reservists or in the operation of the reserve MPF assigned to the reserve associate unit. However, proper working relationships will be established (as stated in the unit support agreement) whereby mutual assistance may be exchanged between functional areas of both MPFs.

20. Administration. Military justice and administrative actions jurisdiction rests with the reserve chain of command and supervision, as established in AFI 25-201, chapter 6.

21. Selection of Associate Unit Commanders. AFRC/CC or AFRC/CV will inform AETC/CC or AETC/CV of officers identified to fill positions as reserve associate wing and group commanders before the assignment action is completed.

22. Contingency Tasking. Although not specifically excluded, any duties that require extended time off station (such as contingency tasking) or extended periods of nonflying will only be accomplished on a voluntary basis (with 10 AF/CC concurrence) by AFRC members (applies to both AGRs and TRs).

Section E—Inspector General

23. Responsibilities:

23.1. HQ AETC/IG has overall gaining command surveillance responsibility for inspections of reserve associate units mobilized and assigned to AETC. Associate units will participate in these inspections to the maximum extent possible as requested by HQ AETC/IG. A combined (active and associate reserve) ORI grade will be given. HQ AFRC/IG conducts UCIs of all reserve associate wings affiliated with the active wings.

23.2. HQ AETC/IG must forward inspection dates to the respective associate units in ample time to ensure reserve annual tours are scheduled accordingly.

Section F—Judge Advocate

24. General Information. Judge advocate support services must be provided to the commanders of each reserve associate unit. Reserve associate unit judge advocates will be fully trained in accordance with AFPD 51-8, *Assignment, Training, and Management of the Judge Advocate General's Department Reserve (TJAGDR),* and AFI 51-801, *Training of Air Reserve Component Judge Advocates and Paralegals.* This section outlines the responsibilities for providing the support required.

25. Responsibilities:

25.1. **AETC.** The HQ AETC Staff Judge Advocate will:

25.1.1. Establish, in coordination with the HQ AFRC Staff Judge Advocate and the staff judge advocate in the applicable AFRC NAF, training standards and objectives unique to AETC for inclusion in the training program.

25.1.2. Confer periodically with HQ AFRC Staff Judge Advocate and the staff judge advocate in the applicable AFRC NAF on compliance with the training program.

25.1.3. Make training opportunities at AETC active duty bases or higher headquarters legal offices available to reserve associate unit judge advocates and paralegals.

25.2. **AFRC.** The HQ AFRC Staff Judge Advocate will, in coordination with the responsible NAF staff judge advocate:

25.2.1. Assist in recruiting judge advocate and paralegal personnel.

25.2.2. Establish and administer the training program as set forth in AFI 51-801.

25.2.3. Ensure that AETC-unique training established in accordance with paragraph **25.1.1.** is conducted.

25.3. **Host Wing.** The host wing will provide legal support services as specified in the host-tenant support agreements.

Section G—Medical

26. AETC Responsibilities. HQ AETC will provide medical support as specified in paragraph **7.2.10.** and host-tenant support agreements.

27. Responsibilities of Medical Squadrons. The host base medical squadron will provide medical support to their respective associate units, to include:

27.1. Giving immunizations.

27.2. Providing medical and dental examinations.

27.3. Maintaining health records.

27.4. Providing medical care for TRs.

27.4.1. TR personnel on active duty orders are entitled to the same medical and dental support given to active duty personnel.

27.4.2. TR personnel performing duty in an inactive duty status (UTAs, additional flying training periods [AFTP], etc.) are entitled to certain medical and dental services as outlined in AFH 41-114, *Military Health Services System (MHSS) Matrix.* AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System,* sets provisions for the care and treatment of TR personnel in Air Force medical facilities.

27.4.3. Host base medical squadrons will maintain and follow appropriate AFRC medical guidance for the management of TR personnel with medical conditions listed in AFI 48-123, *Medical Examination and Standards,* Attachment 2. HQ AFRC/SGP will provide current reserve medical guidance upon request.

27.5. Initiating line of duty (LOD) process as appropriate and ensure all LOD paperwork is entered into reserve channels for appropriate processing according to AFI 36-2910/AFRC Sup 1, *Line of Duty (Misconduct) Determination.*

27.6. Processing TR personnel found not medically qualified for military duty according to appropriate AFRC medical policy.

28. Forms Adopted. AF Form 847.

ROBERT H. FOGLESONG,   Lt General, USAF
DCS/Air & Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, *Armed Forces*

DoDFMR 7000.14-R, Volume 7A, *Military Pay Policy and Procedures – Active Duty and Reserve Pay*

DFAS DEM 7073-3, *Defense Joint Military Pay System – Reserve Component Pay Manual*

Joint Federal Travel Regulations, Volume 1 (JFTR)

AFDD1, *Air Force Basic Doctrine*

AFMD11, *Air Force Reserve (AFRES)*

AFI 10-301, *Responsibilities of Air Reserve Component (ARC) Forces*

AFI 10-402, *Mobilization Planning*

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program,* and its AETC supplement

AFI 25-201, *Support Agreements Procedures*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 33-360, Volume 1, *Publications Management Program*

AFI 36-2002, *Regular Air Force and Special Category Accessions*

AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)*

AFI 36-2115, *Assignments Within the Reserve Components*

AFPD 36-22, *Military Training*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Program*

AFI 36-2623, *Occupational Analysis*

AFI 36-2910, *Line of Duty (Misconduct) Determination,* and its AFRC supplement

AFI 36-3209, *Separation Procedures for Air National Guard and Air Force Reserve Members*

AFPD 36-80, *Reserve Training and Education*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

AFH 41-114, *Military Health Services System (MHSS) Matrix*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*

AFI 48-123, *Medical Examination and Standards*

AFI 51-604, *Appointment To and Assumption of Command*

AFPD 51-8, *Assignment, Training, and Management of Members of the Judge Advocate General's Department Reserve (TJAGDR)*

AFI 51-801, *Training of Air Reserve Component Judge Advocates and Paralegals*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

Abbreviations and Acronyms

ADCON—administrative control

ADT—active duty for training

AETC—Air Education and Training Command

AFORMS—Air Force operations resource management system

AFRC—Air Force Reserve Command

AFTP—additional flying training period

AGR—active Guard and Reserve

ASEV—aircrew standardization/evaluation visit

CT—continuation training

DJMS-AC—Defense Joint Military Pay System – Active Component

DNIF—duty not involving flying

ENJJPT—Euro-NATO joint jet pilot training

EPR—enlisted performance report

FE—flight examiner

ETCA—education and training course announcement

FCIF—flight crew information file

FTG—flying training group

FTRAP—flying training resource analysis and programming

FTS—flying training squadron

GSA—General Services Administration

IDT—inactive duty for training

IFF—introduction to fighter fundamentals

IOC—initial operational capability

IP—instructor pilot

JSUPT—joint specialized undergraduate pilot training

LAN—local area network

LOE—letter of evaluation

MDS—mission design series

MPA—military personnel appropriation

MPF—military personnel flight

MQT—mission qualification training

MTF—medical training facility

NCO—noncommissioned officer

O&M—operations and maintenance

OJT—on-the-job training

OPCON—operational control

OPR—office of primary responsibility; officer performance report

ORI—operational readiness inspection

OSD—Office of the Secretary of Defense

PIT—pilot instructor training

RCS—report control symbol

PRF—performance recommendation form

RPA—reserve personnel appropriation

RSU—runway supervisory unit

SOF—supervisor of flying

stan/eval—standardization/evaluation

TDY—temporary duty

TR—traditional reservist

UCI—unit compliance inspection

UCMJ—Uniform Code of Military Justice

UIP—upgrading instructor pilot

UTA—unit training assembly

Terms

Active Guard and Reserve—(DoD) National guard and reserve members who are on voluntary active duty providing full-time support to national guard, reserve, and active component organizations for the purpose of organizing, administering, recruiting, instructing, or training the reserve components. Also called AGR.

Host Wing—Active duty wing with which the reserve associate unit is collocated.

Reserve Integrated Associate Units—AFRC units collocated with an active duty wing. Unit personnel are assigned to a reserve squadron, but are integrated into active duty squadrons to perform their primary duties.

Traditional Reservist (TR)—A unit-assigned member of the Selected Reserve.